ISoA Facilities Guide

(Woodshop, Laser/Print Lab,
Digital Fabrication Shop, Metal Shop)
Contact Info

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The School of Architecture provides the following facilities for faculty and student use:

**Hours of Operation**

**Woodshop Hours**
Monday-Thursday: 9a-12p & 1p-9p  
Friday: 9a-12p & 1p-5p  
Saturday: 12p-5p  
Sunday: 12p-5p

**Laser Lab Hours**
Monday-Thursday: 9a-12p & 1p-9p  
Friday: 9a-12p & 1p-5p  
Saturday: 12p-5p  
Sunday: 12p-5p

**3D Print Lab Hours**
Monday-Friday: 9a-9p

**Digital Fabrication Shop/Metal Shop Hours**
By appointment only. Appointments must be scheduled with the Fabrication Coordinator or the Digital Fabrication Grad Assistant.
Facilities

Woodshop

The ISoA Woodshop is available for student and faculty use during the Fall and Spring semesters. The woodshop is equipped with a mix of industrial stationary tools, power tools, and hand tools. All persons (students, staff, and faculty) that wish to work in the woodshop must complete the requisite training for the tools they wish to use, no exceptions. Work in the woodshop is strictly limited to the posted hours of operation. Classes (seminars and studios) that need different accommodations must make arrangements with the Fabrication Coordinator via email.

Laser Lab

The ISoA Laser Lab is operated by student staff. The Laser Lab has 5 Universal Laser System laser cutters and is available for student and faculty jobs. All cuts are completed by staff unless approved by the Fabrication Coordinator.

Print Labs

The ISoA Print Labs are operated by student staff. The Print Labs have a total of 9 plotters (standard plotting and photo quality) and is available for student and faculty use. All printing operations are monitored by staff.

3D Print Lab

The ISoA 3D Print Lab is operated by student staff. The 3D Print Lab has 2 MakerBot PLA based 3D printers and is available for student and faculty use. All prints are completed by staff unless approved by the Fabrication Coordinator.

Digital Fabrication Shop

The Digital Fabrication Shop is available for students and faculty projects. The Digital Fabrication Shop is equipped with an Onsrud 8’x5’ CNC router, a Fanuc Robotic Arm with Milling attachment, a Formech 4’x4’ vacuum former, and metal working tools (welder, plasma cutter, etc.). The lab is intended for medium to large scale projects that range from several weeks to an entire semester. Use of this space must be reserved a semester in advance and appropriate training must be arranged with the Fabrication Coordinator.

Faculty Research Space/Seminar Room

The FRS/Seminar Room (AS-1) is available in Architecture Annex 1. This space is intended for semester long studio and seminar projects. This room must be reserved during the previous semester and may be reserved for one semester. Seminar rooms may be used for class meetings, storage of materials, and may be equipped for limited production. The faculty member who reserves the seminar room is responsible for ensuring that all material from his or her course has been removed at the end of the semester.

Keys can be signed out by faculty for Seminar room AS-1 at the beginning of the semester with Spring Harrison in the Director’s Office.
ISoA Woodshop & Digital Fabrication Shop Policies

Training

Any persons (students, staff, and faculty) that wish to use the woodshop equipment MUST COMPLETE TRAINING. There are NO EXCEPTIONS to this rule. All training is to be completed with approved staff trainers (Tier 1), graduate assistants (Tier 1, Tier 2 & Tier 3), and the Fabrication Coordinator (Tier 1, Tier 2 & Tier 3). All faculty must complete their training under the guidance of the Fabrication Coordinator if they wish to be certified for shop use. Special accommodations available upon request.

Tool Operation

Only trained persons (students, staff, and faculty) are permitted to use woodshop tools commensurate to their training level and only during the shop’s hours of operation. Any person that operates the tool in an unsafe manner may be asked to leave and have their shop privileges rescinded until such time as they have completed retraining under the watch of the Fabrication Coordinator.

All tools must be cleaned and set to a neutral position (demonstrated during training) before the user moves to another tool. Consistent failure to do so may result in loss of shop access (as mentioned above). Following this rule demonstrates respect for fellow users, shop tools, and the woodshop space.

Attire

The following attire is appropriate to be admitted to the woodshop:

- Short sleeved shirt (crew neck t-shirt, oxford w/ sleeves rolled, polo)
- Pants (denim jeans, durable canvas)
- Shorts (mid-thigh and below; denim or canvas)
- Shoes (closed toed shoes; tennis shoes, sneakers, or boots)
- Headphones (bluetooth or wired headphones; worn through the shirt)

The following attire is not appropriate to be admitted to the woodshop:

- Baggy shirts, tank tops, sleeveless shirts, or loose flowing tops
- Track pants
- Sweat pants
- Yoga pants
- Leggings
- Parachute pants
- Athletic shorts
- Skirts and dresses
- Open-toed shoes (flip-flops, sandals, clogs, crocs, slippers)
- Jewelry (watches, rings, necklaces, bracelets, long earrings)

Long hair must be tied back and/or under a hat, no exceptions.

Safety glasses must be in place at all times.

Ear protection and dust masks are available and their use in the shop is strongly encouraged.
Shop demeanor/behavior

All persons in the shop are expected to abide by the following three ideals:

- **Be Patient**
  - Be patient with yourself and others. Wait patiently for your turn and do not rush others in their work. Take your time to ensure safe tool use as well as your safety and the safety of fellow shop users.

- **Be Respectful**
  - Be respectful of the tools in the shop by using them safely and appropriately. Be respectful of the shop space by cleaning up without being asked, maintaining safe distances from machines that are in use by others. Listen to the shop workers on staff and do as they say to ensure proper tool safety and usage. Treat others in the shop kindly and respectfully at all times.

- **Be Responsible**
  - Be responsible for yourself, your materials, and your surroundings. If you break something or find something that is broken tell the staff so it can be repaired. Do not use broken or out of order tools. Ask questions if you are unsure of tool use or how to do something safely in the shop.

The following behavior is prohibited and may result in immediate removal from the shop:

- Boisterous or rough play
- Deliberately inappropriate use of machines
- Defying safety protocols in usage of machines
- Running
- Throwing objects of any kind
- Unsafe distracting behavior
- Cutting through the shop to go to Laser Lab and vice versa
- Foul, racist, and/or sexist behavior and/or language
- Operation of equipment/tools while impaired due to alcohol, medication, or other substances
ISoA Facilities Usage Agreement

Please sign below indicating you have read and agree to the ISoA Woodshop & Digital Fabrication Shop Policies and Procedures and the policies listed therein.

____________________________________________  
Name (Print)

____________________________________________
Signature

__________________
Date